



**CITY OF COCONUT CREEK  
PLANNING AND ZONING BOARD MINUTES**

**Government Center  
4800 West Copans Road  
Coconut Creek, FL 33063**

**Date: April 9, 2025  
Time: 7:00 p.m.  
Meeting No. 2025-0409**

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**1. CALL TO ORDER**

The meeting was called to order by Chair Colleen LaPlant at 7:02 p.m.

**2. PRESENT UPON ROLL CALL:**

Colleen LaPlant, Chairperson  
Solomon Briks  
Alex Escoriza  
Jeffrey Light  
Nancy Fry, Alternate

**ABSENT:**

Jeffrey Barker, Vice Chairperson

Also present: Deputy City Attorney Kathy Mehaffey, Sustainable Development Director Justin Proffitt, Sustainable Development Assistant Director Lizet Aguiar, and Deputy City Clerk Marianne E. Bowers.

Deputy City Attorney Mehaffey noted that the meeting was being conducted live with a quorum physically present and explained the procedures for the meeting.

**3. APPROVAL OF MINUTES**

A MOTION APPROVING THE MINUTES FROM PREVIOUS PLANNING AND ZONING BOARD MEETING(S). (2025-0212)

**MOTION:** Light/Escoriza – To approve the Minutes of the February 12, 2025, Planning and Zoning Board Meeting.

**Upon roll call, the Motion passed by a 5-0 vote.**

**AGENDA ITEMS**

- 4. \*LAND DEVELOPMENT CODE AMENDMENT: AN ORDINANCE AMENDING THE CITY'S CODE OF ORDINANCES, BY AMENDING CHAPTER 13, "LAND DEVELOPMENT CODE," ARTICLE II, "SUBDIVISION REGULATIONS," DIVISION 5, "SUBDIVISION DESIGN STANDARDS," SECTION 13-236, "PURPOSE; ADOPTION OF UTILITIES AND ENGINEERING STANDARDS MANUAL," IN ORDER TO REFERENCE THE 2025 EDITION OF THE UTILITIES AND ENGINEERING STANDARDS MANUAL. (PUBLIC HEARING)**

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Sustainable Development Assistant Director Lizet Aguiar introduced the item, explaining that staff was requesting an amendment to the City's Land Development Code to amend the Utilities and Engineering Standards Manual section of the Code. She noted the current version of the manual was last updated in 1999 and explained that the manual served as a guideline not only for developers, but for the City as well, establishing best practices. She advised that Engineering staff had worked with the Development Review Committee to ensure a comprehensive City-wide review and noted that questions were addressed and corrections made to the manual where necessary. She advised that staff supported a favorable recommendation to the City Commission.

Utilities and Engineering Senior Engineer Eileen Cabrera, introduced her team and provided a brief overview of the Utilities and Engineering Standards Manual and its purpose. She stated that since the last update in 1999, there had been changes to industry standards, and as such, some information and procedures in the manual had become outdated. She noted that the approved product list had been revised as well and provided a brief summary of the changes. She stated that the standards did not conflict with the Code of Ordinances and standards would not be retroactively applied.

Board Member Nancy Fry asked for clarification on the numbering of the Appendix, and Ms. Cabrera advised that she would revisit the numbering to correct any typographical errors.

Board Member Jeffrey Light inquired as to whether the manual was unique to Coconut Creek. Ms. Cabrera stated that every city has their own Utilities and Engineering Standards Manual based on industry standards and practices. She noted that the manual referenced outside agencies and Florida Statutes, as applicable. Mr. Light noted the amendment provided that the manual could be amended by the City Engineer to remain consistent with industry standards. He asked how the Engineer was able to do that with the document as part of Code. Ms. Cabrera explained the process, and Deputy City Attorney Mehaffey provided additional clarification. Discussion continued regarding the process and the ability to make minor future changes.

Board Member Alex Escoriza asked for confirmation that all permits for construction would need to follow the manual, and staff confirmed.

Chair LaPlant asked whether it was correct that the standards had been applied to projects already but were now being included in the manual. Ms. Cabrera confirmed. She stated, throughout the years, revisions were being made, and this update would compile everything into the manual. Chair LaPlant stated she was glad this was being done and commended staff for their work on the updates.

Chair LaPlant opened the public hearing. There were no questions or comments from the public, and Chair LaPlant closed the public hearing.

There were no further comments or questions.

**MOTION:** Fry/Escoriza – To recommend approval of Agenda Item 4, as presented.

**Upon roll call, the Motion passed by a 5-0 vote.**

**5. COMMUNICATIONS AND REPORTS**

Deputy City Clerk Bowers reminded the Board of the invitation from the City Commission to a Board recognition ceremony being held the following evening, April 10, at the Commission meeting beginning at 7 p.m. She stated board appointments would take place at the April 24 Commission meeting.

Deputy City Clerk Bowers and Deputy City Attorney Mehaffey thanked the Board for their service over the past year.

Ms. Aguiar shared updates briefly, noting that the Commission would be reviewing Block 8 of the MainStreet project at its April 10 meeting, as well as the MainStreet Parks and Open Space Master Site Plan. She advised that staff was working with the MainStreet developer on an additional site plan, Block 10, and expected to bring it before the Board in the coming months. She invited the Board and the public to the 25<sup>th</sup> Annual Free Tree Giveaway on Saturday, April 26, from 8 a.m. to noon at City Hall.

**6. ADJOURNMENT**

The meeting was adjourned at 7:22 p.m.

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Marianne E. Bowers, CMC  
Deputy City Clerk

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Date